



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER: Freda Gellerstein, 797-1010

TITLE OF AGENDA ITEMS:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR FIRE MARSHAL IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: Pursuant to a request from the Interim Town Administrator and Acting Deputy Fire Chief, the Town of Davie retained DMG-MAXIMUS to develop a job description and recommend a pay grade assignment for the class specification for Fire Marshal.

PREVIOUS ACTIONS: Not Applicable

CONCURRENCES: Not Applicable

FISCAL IMPACT:

Has request been budgeted? No

Expected cost: Additional \$5,190 in salary and benefits

Account Name: Salaries/Fire Department

RECOMMENDATION(S): Motion to approve the Resolution

Attachment(s): Resolution, DMG-Maximus Correspondence, and Class Specification

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR FIRE MARSHAL, IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie retained DMG-MAXIMUS to develop a job specification and recommend a pay grade assignment for the position of Fire Marshal; and

WHEREAS, DMG-MAXIMUS has evaluated the job specification for a Fire Marshal and recommended it be assigned to pay grade 526 in the Non-Represented Pay and Classification Plan; and

WHEREAS, Town of Davie recommends that the Town Council adopt the class specification for Fire Marshal in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for the Fire Marshal, pay grade 526 is hereby created in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2000.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2000.



August 30, 2000

Mrs. Freda Gellerstein
Personnel Coordinator
Town of Davie
6591 Orange Avenue
Davie, Florida 33314-3339

Dear Freda:

An evaluation of the following position indicates that it should carry the following evaluative grade:

Fire Marshall 526

If you have any questions or concerns, please feel free to contact me at (843)406-7761.
Thank you very much for your time and have a great day!

Sincerely,


Christi Lane Johnson
Consultant
DMG-MAXIMUS, INC.

CLASS SPECIFICATION

FIRE MARSHAL

GENERAL STATEMENT OF JOB

Under limited supervision, provides management of activities in the fire prevention bureau, public fire safety education, fire safety inspection, and building/fire code compliance. Exchanges information with other fire/rescue personnel to provide work direction and guidance. Works with personnel of other emergency service agencies to coordinate firefighting and rescue efforts and with the public to provide information or emergency assistance. Reports to the Fire Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides work direction and supervision of assigned personnel. Resolves routine personnel matters, referring more complex matters to the Fire Chief.

May respond to and take command of fire/rescue incidents and other emergency service calls until relieved by Fire/Rescue Personnel.

Maintains records, files and prepares written reports as required.

Prepares written recommendations to the Fire Chief for budget requests such as reference materials, public education materials, audio-visual equipment, etc.

Develops, implements and supervises a public fire safety education program for the fire department.

Organizes and/or attends meetings to promote public fire safety education to the community.

Assists with and conducts life safety/fire inspections as needed to maintain work load level of the bureau.

Provides technical assistance to fire inspectors for review of construction plans. Assists inspectors with research of codes and standards of building, fire and life safety code requirements.

Coordinates the testing of new and existing fire protection and detection systems within the fire district, and maintains records of tests and defects.

Develops and recommends revisions and additions to buildings, fire and life safety codes and ordinances.

Responds when requested, to fire alarms and other emergencies to make inspections and investigations to determine cause, origin, or circumstances of the incident.

Acts as liaison with other fire/rescue, governmental, or public organizations when required.

Interprets fire codes, Town policies and Federal regulations when required.

Directs and reviews the performance of assigned staff.

May perform higher level duties and responsibilities as required or assigned.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Must be certified by the Board of Rules and Appeals and must meet one or more of the following qualifications: A Florida Registered Professional Engineer and/or a Degree in Fire Science and/or a Degree in Fire Prevention and shall have been certified as a County Fire Inspector for a minimum of three years; or A County Certified Fire Plans Examiner with at least five years experience which shall have been within the jurisdiction of this Code; or ten years experience as a Fire Inspector, five years of which shall have been within the jurisdiction of this Code and shall be a Broward County and State of Florida Certified Fire Inspector; or have been fulfilling the duties of a Fire Marshal/Fire Code Official with five years continuous service.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Most work is performed in a office environment; however, the work involves occasional exposure to heat, dirt and other very unpleasant conditions, exposing the employee to the risk of serious injury requiring the use of protecting clothing. Must be able to lift a load of up to 70 lbs., climb steps and ladders, work in a sitting position for up to eight hours and work in a standing position for up to four hours. Must be able to read and understand regulatory standards.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor. Includes the giving of instructions and assignments to subordinate personnel and volunteers.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare required reports and records, using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to communicate with other fire departments, other Town departments, contractors, engineers, owners, architects, immediate supervisor, school personnel, subordinates and the general public with poise, voice control, and confidence.

Intelligence: Has the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; and multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using drafting instruments.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, switches, etc. Must have levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the activities and methods practiced within the department. Has considerable knowledge of Federal, State, County and Town laws, regulations, policies and procedures relating to the responsibilities of the position. Has knowledge of the various fire codes and ordinances related to the activities of the department, and is able to ensure implementation and enforcement of same. Has the ability to write, read, and understand oral and written policies, rules, instructions and other material which require compliance. Has extensive knowledge of Town, County and State Fire laws, codes, rules and regulations. Has the ability to perform inspection/tests of fire detection and protection systems. Has the ability to plan and organize effective programs to promote public fire safety education. Has the ability to plan and organize effective programs in fire safety inspections and pre-fire planning. Has knowledge of emergency medical techniques and rescue techniques. Has knowledge of geographic, climatic, and structural characteristics of the community served and the water distribution system. Knows how to determine and ensure safety on fire grounds. Has the ability to oversee the work of subordinates and to promote their safety. Is able to conduct plan reviews and fire inspections for new and existing buildings. Is skilled in reading and analyzing blueprints. Has the ability to maintain an effective and positive relationship with the general public, subordinates, supervisors, and other Town personnel. Knows how to communicate effectively, tactfully, and persuasively with members of the public in difficult situations which may arise. Is able to use independent judgment and discretion to perform tasks in routine and non-routine situations. Is able to apply principles of influence systems, e.g., leadership, teaching, reinforcement, etc. Is knowledgeable of training methods and has the ability to instruct others through explanation, demonstration, and supervised practice. Is able to inspect the work of subordinates to ensure safe and proper compliance with all applicable standards and regulations. Is capable of providing guidance and assistance to members of the general public as needed. Has good organizational and human relations skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Emphasizes the importance of maintaining a positive image within the Town. Interfaces effectively with higher management, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Plans and directs training for bureau personnel. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the Town.

Organizing: Organizes work load for self and for subordinate staff. Ensures that staff

informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with the Human Resources Division to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and the Town. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers staff's suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices; and, department morale and performance. Works to see that established policies enhance same.